

DATE 1820Z 03 MAY 63

SECRET

TO : DIRECTOR

25X1A FROM : 

ACTION: OSA (1-15)

INFO : S/C (16)

TOR 1913Z 03 MAY 63

CIRCULATED

X-JUP

ROUTINE

IN 74928

25X1A TO

INFO

FILE

25X1A  1366

## CONTRACTS/FINANCE/ SECURITY

1. A CHANGE IN OUR BANKING METHODS TO REDUCE THE TIME FOR CHECKS TO CLEAR HAS BEEN INSTITUTED. THIS INVOLVES PAYMENTS BEING MAILED TO:

THE PERKIN-ELMER CORPORATION

P.O. BOX 2539

CHURCH STREET STATION

NEW YORK 8, NEW YORK

2. WE DISCUSSED THIS POSSIBILITY WITH YOU SOME TIME AGO AND HAVE YOUR GENERAL AGREEMENT THAT THIS METHOD OF PAYMENT IS POSSIBLE.

3. WE SUGGEST THE FOLLOWING PROCEDURE:

A. MAIL CHECKS ON ALL CONTRACTS AS INDICATED ABOVE USING RETURN ADDRESS OF YOUR CHOICE.

B. SEND MAILING SLIP (FORM 513) WITH CHECK NUMBER NOTED ON SLIP TO:

25X1A

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

S E C R E T

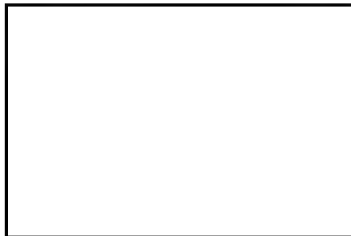
25X1A

1366 (IN 74928)

PAGE TWO

NORWALK, CONN.,

FROM:



25X1A

4. WE SOLICIT YOUR APPROVAL AND IMPLEMENTATION OF THE  
ABOVE PROCEDURE - AS SOON AS POSSIBLE. - PLEASE CALL

25X1A

IF THERE ARE QUESTIONS

END OF MESSAGE